



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

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<http://www.orport.ang.af.mil/>

Announcement #AF06-012

AIR TRAFFIC CONTROL SPECIALIST

Nationwide Air Technician Vacancy Announcement

This is a re-advertisement of AF05-101. Those who applied for AF05-101 will automatically be considered under this new advertisement; you need not reapply.

Open Date: 21 October 2005

Closing Date: **05 December 2005**

Series/Grade: GS-2152-11

Salary Range: \$56,549 - \$73,514 Per Yr

AFSC: 1C100, 1C191, 1C171

PD#: 80309

Location: 270 ATCS, Klamath Falls, Oregon

Type of Appt: Excepted **X** Enlisted **X**

*** PCS is authorized ***

Minimum Military Grade: MSgt

Additional duties/skills necessary will consist of those synonymous with the Operations Superintendent of an Air Traffic Control Squadron.

*** Must possess FAA certification for ATC in the Control Tower & Radar, and provide a copy at time of application. ***

Must be Watch Supervisor Qualified in the Control Tower and Radar ATC Facilities.

Desirable Experience: TERPS, TSN, CATCT and CSE

Areas of Consideration:

First Area: Current permanent full-time support personnel of the Oregon ANG.

Second Area: All Members of the Oregon ANG.

Third Area: Individuals eligible for membership in the Oregon Air National Guard.

Summary of Duties:

The purpose of this position is to supervise Air Traffic Control workers in training, preparing for and executing worldwide military contingency tasking, directly or through one or more subordinate leaders and/or supervisors, as well as to direct the operations of both fixed and

mobile Air Traffic Control equipment and facilities. Additionally, the incumbent is required to provide, on a rotation basis, tower and radar control services to military and civilian aircraft operating under Instrument Flight Rules (IFR) or Visual Flight Rules (VFR). The incumbent provides terminal Air Traffic Control, (ATC) services within the delegated airspace and operates various Air Traffic Control and Landing Systems equipment, which will result in a satisfactory usability status for control of aircraft. On occasion, incumbent may be required to advise depot in the fabrication, overhaul, or modification of various Air Traffic Control and Landing Systems equipment. Additional duty skills necessary will consist of those synonymous with the Operations Superintendent of an Air Traffic Control Squadron.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in AFSC related to the position. Mere possession of an AFSC is not necessarily qualifying experience, months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Administrative or technical work, education or training which demonstrated the potential for learning, and performing air traffic control work.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-11** level must have **36 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Knowledge of air traffic control laws, rules and regulations.
2. Skill to coordinate plans and actions with pilots and other controllers.
3. Knowledge of the characteristics of the various types of aircraft.
4. Ability to direct movement of aircraft in flight and on the ground as displayed on radar indicator, pilot reported, or observed visually from a tower.
5. Ability to plan, develop, and direct a multifaceted Air Traffic Control training program.
6. Ability to foster teamwork, open communication and create a sense of inclusion and mission focus among staff.
7. Ability to plan, prepare, and manage an operating budget for a complex Air Traffic Control program with multiple accounts.
8. Ability to communicate in writing.

9. Ability to implement, sustain, and utilize a fully functional Air Traffic Control Tower Simulation Training system.

Substitution of Education for Specialized Experience

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. (i.e., transportation or traffic management, economics, business administration, accounting, finance, or statistics). **Please specify if you are substituting education for experience, and identify the courses you are substituting.**

Special Information

Unit of military assignment is 270 ATCS in **AFSC:** 1C100, 1C191, and 1C171. (Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

Your comprehensive resume, OF 612 (Optional Application for Federal Employment) or a NGB 34-1 if applying, as an AGR must contain:

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%